



California Public Schools Accountability Act of 1999

## External Evaluator Application - Organizations

*To be Completed by Organizations/Educational Consortia Applying  
to be an External Evaluator*

### Directions

Please fax the “Intent to Submit” (page 3 of the Information document) to (916) 653-3011 by Friday, June 15, 2001.

Please submit the original completed application plus three copies. The application must be received at the California Department of Education no later than 5 p.m. on **Monday, July 9, 2001**, to be considered for possible inclusion on the statewide list of external evaluators. **Adhere to all specifications and send or deliver to:**

School Reform Assistance Office  
California Department of Education  
721 Capitol Mall, 3<sup>rd</sup> Floor  
Sacramento, California 95814  
Attn: External Evaluator Application

Please note that any person who will serve as a “lead evaluator” --any individual who has a lead role at the school site in facilitating the work of the action plan team--must complete Part 1B (Resume) and Part 2 (Narrative Responses) of the application. Organizations/educational consortia will submit Parts 1B and 2 for each individual who is affiliated with the organization in the capacity of lead evaluator. In addition the organization will submit other parts as outlined below.

The application includes the parts described below. All parts must be received for the application to be considered.

☐ **Organizational Cover Page**

Please use the attached page.

☐ **Organizational Lead Evaluators**

Please list the name of each lead evaluator for whom Parts 1B and 2 are attached.

☐ **Part 1A: One-Page Marketing Profile (Organization)**

Please summarize your organizational capacity as an external evaluator in a one-page description that could be used to market the organization’s services to districts

and schools. See Page 5 for more detailed information.

□ **Part 1B: Professional Resume (Each lead evaluator)**

Please submit a two to three page professional resume that documents your qualifications as an external evaluator. See Page 5 for requirements.

□ **Part 2: Narrative Responses (Each lead evaluator)**

Please provide a written response to each of the three questions on Page 6.

Question #4 applies only to those applicants who previously served as an external evaluator or lead evaluator.

Question #5 must be addressed by applicants who wish to be considered for the *External Evaluators for English Language Learners* list.

□ **Part 3: Evidence of Responsibility**

**Private:** For private organizations, a business license or other **evidence of formal constitution of business structure**

OR

**Public:** For public agencies, **governing board formal acknowledgement of organizational status**

□ **Part 4: Assurance**

Signed assurance of organizational responsibilities

**EXTERNAL EVALUATOR APPLICATION  
COVER PAGE  
ORGANIZATIONS AND EDUCATIONAL CONSORTIA**

Please attach this form to the front of the application.

**Information**

*Please type or write clearly.*

**Organization or Educational  
Consortium Name:** \_\_\_\_\_

**Contact Person's Name:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Phone:** ( ) \_\_\_\_\_ **Alternate:** ( ) \_\_\_\_\_

**Fax:** ( ) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

I certify that all the information contained within this application is true.

\_\_\_\_\_  
**Executive Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

Please send the original completed application plus **three** copies that **must be received at the address below on or before 5 p.m. July 9, 2001** to:

School Reform Assistance Office  
California Department of Education  
721 Capitol Mall, 3<sup>rd</sup> Floor  
Sacramento, California 95814  
Attn: External Evaluator Application

Applications not received by the time and date above will not be considered.

## Organizational Lead Evaluators: Applicants submitted with an External Evaluator Organization or Educational Consortium

Please list below the names of each person who will serve as a lead evaluator for the organization or educational consortium. Part 1B (Resume) and Part 2 (Narrative Responses) must be submitted for each person listed.

**Organization or Educational Consortium Name:**

\_\_\_\_\_

**Contact Person's Name:**

\_\_\_\_\_

**Title/Position:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Contact Phone:**

( ) \_\_\_\_\_ **Alternate:** ( ) \_\_\_\_\_

### Lead Evaluators

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
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14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_

**Use additional sheets as needed**

## **Part 1A: One Page Marketing Profile** (organization will complete)

### **Format Specifications**

- ❑ One side of one 8-1/2" x 11" page.
- ❑ No other restrictions apply; however, this profile may be photocopied and disseminated to schools and districts together with the statewide list of external evaluators and may also become available on the Internet as a resource for schools and districts participating in the Immediate Interventions/ Underperforming Schools Program.

Suggested areas to address:

### **Knowledge and Expertise**

Highlight areas of knowledge and expertise related to helping underperforming schools to improve students' achievement, including the organization's capability to "assist schools in focussing on four factors that contribute directly to student achievement: the extent to which schools

1. "...have fully qualified and certificated teachers in each subject area at each grade level;
2. ...have for each student, a complete set of Instructional Materials aligned to state core content standards. For grades K-8, schools should have Instructional Materials adopted by the State Board of Education subsequent to the adoption of standards. For grades 9-12, [they] should have Instructional Materials aligned to state adopted core content standards as determined by the School District Governing Board.
3. ...have available professional development aligned to core content standards and to standards-based instructional materials the district has purchased at the site for all teachers within their teaching assignment., and
4. ...use the results of state and local assessments to alter instruction and improve academic achievement."

### **Specific Areas of Successful Experience, Including Types of Schools**

Specific populations/school types with whom the organization has had significant successful experiences (e.g., English Language Learners, Special Education students, Title I students, Migrant students, urban schools, rural schools, secondary schools, etc.

### **Specific Reform or Curricular Model Experience**

Identify any specific reform, curricular, instructional or other educational "models" used by the organization, and the nature of the organization's knowledge or experience with the model.

### **Other/Organizational Strengths**

Highlight organizational strengths in working with school/community teams.

## **Part 1B: Professional Resume** (each lead evaluator)

Please include a professional resume **not to exceed three pages** that highlights experiences related to performing in the role of external evaluator for underperforming schools.

**The Resume** is to be completed by each person who will serve as a lead evaluator. The California Department of Education reserves the right to verify the accuracy of any information provided in the resume.

The resume must include the seven (7) sections listed below and may not exceed three pages total.

### ***Categories of Information***

1. *Name and contact information*
2. *Academic Qualifications*
3. *Credentials/certificates*
4. *Employment/Experience*
5. *Current Employment other than EE*
6. *Professional Development*
7. *Professional Affiliations*

Applicants for the *External Evaluators for English Language Learners* should include relevant credentials, training, and experience on the Resume.

### **Part 2      Narrative Responses** (each lead evaluator)

All applicants must respond to *Questions One* through *Three*, that address the substance of the work of external evaluators. *Questions Four* and *Five* are required as indicated.

Each response should reflect to the maximum extent the applicant's actual experience(s). Documentation of the school, district, or other setting in which the cited experiences occurred is essential. Documentation should include, at a minimum, school/district name(s), dates (months, year), applicant's role/capacity, etc. Provide details of specific actions, recommendations, programs, strategies, materials, etc. Applicants whose experience includes an approach used organization-wide should reflect the common organizational strategies.

At least two independent reviewers will appraise responses for evidence of the criteria in the attached *Scoring/Screening Criteria* included in this packet. The California Department of Education reserves the right to verify the validity of evidence provided.

Limit each response to a maximum of two (2) 8 ½ x 11 pages with readable font and margins. Please place your name and "Question #" at the top of each page.

- ***Question One:* Describe and document your work in improving student achievement in reading.**
- ***Question Two:* Describe and document your work in improving student achievement in mathematics.**

- **Question Three: Describe and document your work in improving student achievement for all student groups in schools with diverse populations**

Previous external evaluators only:

- **Question Four: Describe your work by specific school name, documented with data demonstrating improved student achievement**

(Note: Applicants who served as external evaluators in 1999-00 and/or 2000-01 must respond to *Question Four* even if the specific experiences cited in *Questions One, Two, or Three* include work undertaken as an external evaluator)

Applicants who wish to work as external evaluators in schools where 40% or more of the student population are English learners must respond to:

- **Question Five: Describe and document recent success in improving student achievement in a school where 40% or more of the student population are English learners.**

**Part 3: For private organizations, a business license or other evidence of formal (private organization) constitution of business structure**

Private sector organizations must submit a copy of the business license filed with the Secretary of State, or other formal documentation of the organization's legal status, and the name and contact information for the person accepting legal responsibility for the organization.

**OR**

**Part 3: For public agencies, governing board formal (public organization) acknowledgement of organizational status**

Every public agency organization must submit one of the following: a copy of the signed charter, resolution, agreement, or other document that is used to constitute the external evaluator function

**Part 4: Signed assurances of organizational responsibilities**

Each organization shall submit the assurance, signed by the head of the organization, guaranteeing that all organizational employees, and any teams collectively representing the organization at a school or district, are qualified to provide assistance to the school in every area required. Each organization/educational consortium must provide the assurance. Use page 8.

**ASSURANCE OF RESPONSIBILITY FOR ORGANIZATIONAL LEAD  
EVALUATORS, EMPLOYEES, ASSOCIATES, AFFILIATES, PARTNERS,  
OR OTHER ORGANIZATIONAL DESIGNATION**

I \_\_\_\_\_ as the designated executive for  
the

\_\_\_\_\_ organization/educational consortium certify  
that all organizational lead evaluators, and any teams collectively representing the  
organization at a school or district, are qualified to provide assistance to schools in  
each of the areas required by statute and by action of the State Board of Education  
to develop and complete an Action Plan under the Immediate  
Intervention/Underperforming Schools Program.

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**Name**

**Date**

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**Title within organization**

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**Name of organization**